

# Retention and Classification Report

**Agency:** Utah Commission on Criminal and Juvenile Justice. Judicial  
Performance Evaluation Commission (3554)  
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## Records Officer

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**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27453

1

**TITLE:** Courtroom observation reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election; thereunder alphabetical by court level; thereunder alphabetical by

**DESCRIPTION:**

JPEC's authorizing statute mandates creation of a courtroom observation program. This record series is created to collect in one place the reports written by the volunteer citizen observers who travel the state making observations of court of appeals, district court, juvenile court, and justice court judges in their courtrooms. Supreme court justices enjoy 10-year terms. All other judges serve six-year terms.

The series includes both midterm and retention courtroom observations of judges sitting on five different levels of court. The midterm and retention courtroom observations together constitute a single survey cycle. The series is used to preserve the courtroom observation reports generated during each survey cycle.

Contained in this series are 4-5 courtroom observation reports on each judge at each level of court who has stood for retention election. The electronic reports include lengthy narrative responses to four general questions. In addition, each of the four questions will be scored on a 1-5 scale. Thus, there is some statistical data, which may be in both raw and summary form. In addition, there may be content analysis of the narratives for each judge.

**RETENTION:**

Retain 12-20 years

**DISPOSITION:**

Destroy provided 1 complete retention election cycle beyond that for which data was collected has concluded.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27453

**TITLE:** Courtroom observation reports

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until the subsequent retention election cycle concludes and then delete.

Paper: Retain in Office until the subsequent retention election cycle concludes and then destroy.

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt      Utah Code 78A-12-203, 204, and 206.

**SECONDARY CLASSIFICATION(S):**

Protected.      Narratives written by courtroom observers describing judicial conduct is protected. [Utah Code 63G-2-305(54)]

Public.      Aggregated scores on the 4 questions in the report can be made public.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27455

1

**TITLE:** Judicial performance evaluation reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election; thereunder alphabetical by court level; thereunder alphabetical by

**DESCRIPTION:**

JPEC was created by statute to evaluate all non-federal judges in Utah. The ultimate work product of JPEC is a retention evaluation report issued before each retention election on each judge standing for election. The record series is created to gather all retention reports for all judges in one place. In addition, it will serve as the repository for all midterm evaluation reports, which are issued to the judges part way through each term of office and are used primarily for self-improvement purposes.

The series includes both midterm and retention evaluation reports for judges sitting on five different levels of court: supreme court, court of appeals, district courts, juvenile courts, and justice courts. Supreme court justices enjoy 10-year terms. All other judges serve six-year terms. The midterm and retention evaluation reports are both completed during a single evaluation cycle. The series is used to preserve the judicial performance evaluation reports generated during each evaluation cycle.

**RETENTION:**

Retain 12-20 years.

**DISPOSITION:**

Destroy provided 1 complete retention election cycle beyond that for which data was collected has concluded.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until the subsequent

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27455

**TITLE:** Judicial performance evaluation reports

(continued)

retention election cycle concludes and then delete.

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt            Utah Code 78A-12-203(6); -206(4)

**SECONDARY CLASSIFICATION(S):**

Protected.        Midterm evaluation reports are protected. [Utah Code 63G-2-305(54)]

Public.            Retention evaluation reports are public.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27457

1

**TITLE:** Judicial performance evaluation reports

**DATES:** 2009-

**ARRANGEMENT:**

**DESCRIPTION:**

JPEC was created by statute to evaluate all non-federal judges in Utah. The ultimate work product of JPEC is a retention evaluation report issued before each retention election on each judge standing for election. The record series is created to gather all retention reports for judges who serve 6-year terms in one place. In addition, it will serve as the repository for all midterm evaluation reports, which are issued to the judges part way through each term of office and are used primarily for self-improvement purposes.

The series will include both midterm and retention evaluation reports for judges sitting on four different levels of court: court of appeals, district courts, juvenile courts, and justice courts. The midterm and retention evaluation reports are both completed during a single evaluation cycle. The series is used to preserve the judicial performance evaluation reports generated during each evaluation cycle.

**RETENTION:**

Retain retain 6-10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after retention election and then delete.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27457

**TITLE:** Judicial performance evaluation reports

(continued)

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt      Utah Code 78A-12-203(6); -206(4)

**SECONDARY CLASSIFICATION(S):**

Protected.      Midterm evaluation reports are protected. [Utah Code 63G-2-305(54)]

Public.      Retention evaluation reports are public.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27452

1

**TITLE:** Judicial performance surveys

**DATES:** 2009-

**ARRANGEMENT:** Chronological by year of retention election; thereunder alphabetical by court level; thereunder alphabetical by

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Judicial Performance Evaluation Commission was created by statute to evaluate all non-federal judges in Utah. This series contains completed judicial performance surveys of attorneys, jurors, court staff, and others which are part of the evaluation process for courts whose judges who sit on five different court levels--the supreme court, court of appeals, district court, juvenile court, and justice court. Supreme court justices enjoy 10-year terms. All other judges serve six-year terms. The confidential surveys are a tool to help evaluate the performance of judges facing a retention election. Documents include both midterm and retention surveys. The midterm and retention surveys together constitute a single survey cycle. There is statistical data in both raw and summary form as well as individual comments submitted by survey respondents concerning many of the judges. In some instances, there may be email addresses of survey respondents.

**RETENTION:**

Retain 12-20 years

**DISPOSITION:**

Destroy provided 1 complete retention election cycle beyond that for which data was collected has concluded

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until the subsequent



**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27452

**TITLE:** Judicial performance surveys

(continued)

retention election cycle concludes and then delete.

Paper: Retain in Office until the subsequent retention election cycle concludes and then destroy.

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt          Utah Code 78A-12-203, 204, and 206.

**SECONDARY CLASSIFICATION(S):**

Protected.      Comments of individual survey respondents, e-mail addresses of survey respondents or other personal contact information is protected [Utah Code 63G-2-305(54)].

Public.          Aggregated survey data is public.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27459

3

**TITLE:** Records destruction files

**DATES:** 2010-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record series documents the destruction of the commission's records in accordance with the approved retention schedule.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 38.

**AUTHORIZED:** 06/29/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

Administrative Legal

Records in this series have temporary administrative and legal value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27456

1

**TITLE:** Supreme Court courtroom observation reports

**DATES:** 2009-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after retention election and then delete.

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt Utah Code 78A-12-203, 204, and 206.

**SECONDARY CLASSIFICATION(S):**

Protected. Narratives written by courtroom observers describing judicial conduct is protected. [Utah Code 63G-2-305(54)]

Public. Aggregated scores on the 4 questions in the report can be made public.

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance Evaluation Commission

**SERIES:** 27458

1

**TITLE:** Supreme Court judicial performance evaluation reports

**DATES:** 2009-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

JPEC was created by statute to evaluate all non-federal judges in Utah. The ultimate work product of JPEC is a retention evaluation report issued before each retention election on each judge standing for election. The record series is created to gather all retention reports for supreme court justices who serve 10-year terms in one place. In addition, it will serve as the repository for all midterm evaluation reports, which are issued to the judges part way through each term of office and are used primarily for self-improvement purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**APPRAISAL:**

Administrative

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

**PRIMARY CLASSIFICATION:**

Exempt Utah Code 78A-12-203(6); -206(4)

**SECONDARY CLASSIFICATION(S):**

**AGENCY:** Utah Commission on Criminal and Juvenile Justice. Judicial Performance  
Evaluation Commission

**SERIES:** 27458

**TITLE:** Supreme Court judicial performance evaluation reports

(continued)

Protected.	Midterm evaluation reports are protected. [Utah Code 63G-2-305(54)]
Public.	Retention evaluation reports are public.